

**Department of Health
Office of Investigations – Davidson County
Legal Assistant**

SUMMARY: The position acts as the disciplinary coordinator who monitors health care practitioners that have been publicly disciplined by the Health Regulatory Boards. This position also attends the board meetings and makes a short presentation at each of the 35 board meetings in relation to the persons being monitored. In addition, this position reports all public discipline to the required websites.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ☐ Creating, maintaining and updating case files
- ☐ Drafting and proofreading various legal documents
- ☐ Filing documents with appropriate administrative and judicial offices
- ☐ Conducting legal research and summarizing findings of case law, statutes and regulations
- ☐ Compiling and preparing reports
- ☐ Administrative tasks such as processing mail, telephone calls, notarizing documents and other administrative tasks

KNOWLEDGE, SKILLS AND ABILITIES

- ☐ Strong Microsoft Office skills, including Word, Outlook, and Excel
- ☐ High level of organizational skills and time management
- ☐ Verbal and written communication skills
- ☐ Maintain confidentiality of cases
- ☐ Ability to conduct legal research using Westlaw

EDUCATION/EXPERIENCE: Education equivalent to graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) Paralegal Certificate; or (3) one year of law school.

OR

Education equivalent to graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes.

OR

Experience equivalent to two years in a legal office or similar environment performing legal research and documenting findings, drafting legal pleadings and assisting attorneys

COMPENSATION INFORMATION: Minimum monthly is \$2908 and maximum is \$4652 and will commensurate with Qualifications and experience.

How to Apply: Email a cover letter, resume and recent writing sample on "How You Handle Office Gossip" to Penny.Ashby@tn.gov by July 31, 2017.